

**CITY OF BRYAN
JOB DESCRIPTION – 6212**

Working title: TREASURER

Career Ladder: BUSINESS PROFESSIONAL **Level:** 440

Department: FISCAL SERVICES

SUMMARY AND PRIMARY FUNCTION

Within defined objectives from Chief Financial Officer and City Management, performs in a professional position requiring in-depth knowledge and experience in the investment of the City's funds and maintaining long-range financial plans.

PRIMARY DUTIES

Manages the City's cash and investment portfolio to ensure safety, liquidity and yield.
Coordinates debt issuance, reporting and compliance.
Arbitrage rebate tracking and reporting.
Monitors the status and uses of debt proceeds.
Participates in the preparation of comprehensive annual financial report and annual audit.
Prepares policies and procedures related to areas of responsibility.
Conducts research and analysis as required.
Develops reports and makes presentations as required.
Responsible for other projects as needed.

EDUCATION AND EXPERIENCE

MA/MS in finance, accounting, business administration or appropriate specialized field of study plus 2-4 years directly related experience **or** BA/BS plus 6-8 years directly related experience (preferably in a municipal/governmental environment) in cash management and investment experience.
Experience in banking relations and financial applications preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles and practices.
Ability to anticipate and analyze complex situations and develop unique solutions.
Ability to be proactive in recognizing business issues and recommending solutions.
Ability to analyze, interpret, evaluate and prepare financial and statistical reports.
Ability to establish and maintain effective working relationships with management, employees and the public.
Ability to organize workload in order to meet deadlines.
Ability to work independently with minimal supervision in a fast-paced environment.
Ability to utilize Excel, Word, PowerPoint and Outlook.
Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Computer, 10-key calculator, telephone, fax, copier and overhead projector.
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.